


CHANGE METHOD OF PAYMENT

Introduction	<p>This section of the document will explain how an authorized user can submit a request to change the method of payment on an employer account. An eligible employer can elect to change the payment method from reimbursable to contributory or from contributory to reimbursable. In order to be eligible the employer must be a private non-profit employer or a Governmental entity. If a private non-profit employer is requesting that the status be changed to reimbursable, the employer's 501(c)(3) Federal Exemption Letter must be received and/or be on file for the change to take effect. Governmental employees do not need to provide the 501(c)(3) letter to change their status to reimbursable. If your request is to change from reimbursable to contributory status, no documentation is required.</p>
Helpful Hints	<ul style="list-style-type: none">• A payment method can be elected only when (1) the annual election window for requesting change of payment method is open for the employer or (2) Employer is registering for the first time and indicates 501(c)(3) status or is a governmental employer.• The annual election window is from the 1st of September to the 1st of December for private non-profit employers; governmental employers can elect a change in payment method between the 1st of September and the 31st of December.• When a change in the method of payment is requested by eligible employers during the annual re-election window, the new payment method will take into effect on 01-Jan of the next year.• If an employer indicates 501(c)(3) status during registration, then they will be initially assigned contributory status. If the 501(c)(3) exemption letter is received within a period of 30 days from registration, the status will be changed to reimbursable, effective from their subjectivity date.

Step-by-Step Instructions:

1. Navigate to the account maintenance home page using the instructions provided in the section – 'Navigating to Account Maintenance'.
2. Click on the 'Change Payment Method' link from the list of available maintenance functions. The following page will appear. Enter the requested information to complete your changes.



Wednesday, November 11, 2009

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Change Password | Logoff
* Indicates Required Field

Employer Home

FAQ/Contact Us

Account Maintenance

- View Employer Account Profile
- Address Information
- **Change Method of Payment**
- Employer Appeals
- Maintain Employer Name
- Maintain Owners/Officers
- Maintain Employer Reporting Units
- Provide Information on the Purchase or Sale of a Business
- Request Worker Status Determination
- UI Contribution Rate Maintenance
- Suspend Employer Account
- View Rate Notice
- Voluntary Contribution
- Third Party Administrator (TPA) Authorization

Employer Information

Employer Account Number: **72**
Employer Name: **INC**

Change Method of Payment

You are classified as an employer who is eligible to elect to change their current method of payment. E.g. [Reimbursable](#)® to Contributory or [Contributory](#)® to Reimbursable.

Before changing or selecting a method of payment you are encouraged to review the details of each method of payment and select the one which best suits your organization. For more information on both methods of payment click [here](#)®.

Please let us know who we should contact regarding the information provided.

First Name:

Last Name:

Business Title:

Telephone Number:
 ext.


☐ I elect to change the method of payment effective January 1, 2010. I understand that the election must remain in force for a minimum of two calendar years per Massachusetts General Law.*

Submit

3. Click on 'Submit' to complete your changes. A confirmation will appear as shown below.

NOTE: If Employer payment method is currently contributory, the system will change the payment method to reimbursable on the effective date, provided the federal exemption letter 501(c)(3) letter is received by DUA within a period of 30 days. If the Employer payment method is currently reimbursable, the system will change the payment method to contributory on the effective date. A confirmation will appear as shown in the screen below.

If you wish to rescind your election, you can do so before the election window closes. In order to make the change, you must contact DUA, before the annual election window closes.



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Employer Information

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Employer Name: **INC**

Change Method of Payment

The election to change method of payment has been received. Effective January 1, 2010 the payment method for this account will be Contributory.

If you wish to rescind this election you must contact Agency staff prior to January 1st.